



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael S. Schwartz, Director

MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *F.C.*
Bureau of Communications and Computer Services

DATE: January 31, 2001

SUBJECT: Advanced Cellular Phone Training Sessions

The Division of Telecommunications will be conducting advanced cellular training sessions for the Telecommunications Coordinators and users in your department on the following dates and times:

Advanced Cellular Phone Training Sessions

February 15, March 29 or April 19

9:00 a.m. or 1:30 p.m.

Capital City Center

130 West Mason Street

Springfield, Illinois 62702

Topics of discussion will include:

- Digital service offerings
- Digital phone and accessory options
- Cellular voice mail
- Web access
- Wireless service areas
- Virtual office options
- Programming phones

Each attendee should include with their RSVP one topic they would like discussed. Please pass this memo on to any users in your department you feel would also benefit from attending these training sessions.

Please RSVP to Tracie Cook at 217/557-9400 (or by e-mail to tracie_cook@cms.state.il.us) at least three days in advance of the training session you plan to attend.